

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CM-855

For: State and County Offices

FY 2023 Farm Records Rollover

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Farm Records rollover occurs at the end of the FY when farm records data for the current year is migrated to the next FY.

The FY 2023 Farm Records rollover is scheduled for September 22, 2023. To complete all rollover tasks, the Customer Relationship Management (CRM) system, including Farm Records, Business Partner, and Product Master, will be shut down at end of day (EOD) on Friday, September 22, 2023. Farm Records updates and changes that need to be effective for the FY 2023 program year must be completed successfully before shut down begins.

Users will be notified when the system is accessible for editing FY 2024 and prior years after the rollover is successfully completed.

B Purpose

This notice:

- provides guidance on:
 - FY 2023 Farm Records tasks that must be completed before the Farm Records shut down and rollover
 - tasks that will be completed during rollover that will automatically update existing Farm Records data
 - when editing will be available after rollover
 - State and County Office required actions
- obsoletes Notice CM-853.

Disposal Date	Distribution
November 1, 2023 9-11-23	State Offices; State Offices relay to County Offices

2 FY 2023 Tasks to Complete Before Rollover

A Completing FY 2023 Tasks and Updates

All Farm Records updates and processes effective for FY 2023 must be completed by rollover according to 10-CM (Rev. 2) requirements. Updates and tasks include:

- timely requested:
 - reconstitutions
 - farm transfers
- known cropland changes
- CCC-505 and CCC-517 base adjustments
- delineate and attribute all fields enrolled in CRP on an active contract for FY 2023

Note: State Offices must provide County Offices with a current “Compare MIDAS CRP to CCMS” report to identify and correct any mismatched CRP data.

- base restorations for FY 2023 after expired, voluntarily terminated, or early released CRP
- completion and remediation of all pending tasks provided by the National and State Offices through monthly or weekly reports
- running Base and Yield Adjustment History, and EC, HIP, and PLC Yields History reports to document all FY 2023 data changes according to 10-CM (Rev. 2), paragraphs 308 and 309.

All pending workflows in CRM Farm Records must be completed by shut down of the system before rollover. Workflows **not** completed by shut down will be deleted from the system and associated changes will **not** be effective for FY 2023.

See 10-CM (Rev. 2), subparagraph 358 B for additional details on tasks to complete before rollover.

3 Farm Records Rollover

A Farm Records Shut Down and Rollover

Farm Records rollover is scheduled for **September 22, 2023**, and is expected to be completed by **September 25, 2023**. Shut down of CRM will occur at EOD Friday, September 22, 2023. Editing will be suspended in the system until rollover is successfully completed.

3 Farm Records Rollover (Continued)

B CRM Farm Records Updates Completed During Rollover

The following tasks are completed during rollover:

- all pending workflows that are not completed in CRM Farm Records before rollover are cancelled
- field level CRP contract data expiring on or before September 30, 2023, are deleted for FY 2024
- field level Native Sod data meeting all 4 years of planting history or NAP restrictions are deleted for FY 2024.

For additional details on all updates completed during rollover, see 10-CM (Rev. 2), subparagraph 358 C.

4 Editing in Farm Records After Rollover

A Editing Farm Records After Rollover

Editing FY 2024 and prior year farm records in CRM Farm Records will be available after the rollover is completed successfully, with the exception of the reconstitution, farm transfer, and base adjustment processes.

The reconstitution and farm transfer processes will **not** be enabled until the Crop Acreage Reporting System (CARS) rollover is complete. Base and yield adjustments through the CRM Farm Records CCC-505 and CCC-517 wizard process will not be enabled until October 1, 2023.

Users will be notified through an Information Bulletin when the Farm Records rollover is complete, and CRM is accessible. Users will also be notified when reconstitution, farm transfer, and base adjustment processes are enabled.

See 10-CM (Rev. 2), subparagraph 358 D for additional information on editing after rollover.

4 Editing in Farm Records After Rollover (Continued)

B Editing FY 2024 Records Between September 25, 2023, and October 1, 2023

Editing FY 2024 and prior year farm records will be available after the Farm Records rollover is complete. County Offices should limit CLU changes for FY 2024 changes until October 1, 2023.

Important: FY 2024 changes to farms with CRP contracts **should not** be completed until October 1, 2023, for contracts that do not:

- officially expire until September 30, 2023
- become active until October 1, 2023.

C Maintenance for Expired, Voluntarily Terminated, or Early Released CRP Contracts

On September 30, 2023, authority to administer base acre provisions under the commodity title of the 2018 Farm Bill expires. Without an extension, legislative authority, or a new farm bill, FSA has no means by which to restore base acres that were reduced due to CRP enrollment. As a result, until further notice is provided, County Offices must not restore any base acres associated with CRP contracts that expire, are voluntarily terminated, or are early released after September 30, 2023.

Note: After rollover, if it is identified that eligible base acres were not restored in FY 2023 or prior year after CRP expiration, voluntary termination, or early release, the base can be restored according to 1-ARCPLC (Rev. 1).

5 Action

A County Office Action

County Offices will:

- accept and approve reconstitution and transfer requests according to the deadlines and guidance in 10-CM (Rev. 2)
- make all necessary Farm Record changes for FY 2023 before rollover
- ensure that all eligible base acres have been restored for CRP contracts that expired, were voluntarily terminated, or were early released on or before September 30, 2022
- complete all pending workflow tasks for reconstitutions, farm transfers, CCC-505's, and CCC-517's
- compile the FY 2023 adjustment reports for required DD review and concurrence.

5 Action (Continued)

B State Office Action

State Offices will:

- ensure that County Offices are aware of the contents of this notice and that all pending tasks are completed before the Farm Records shut down
- provide County Offices remediation reports received from the National Office or generated by State Offices and ensure that records are reviewed and corrected as needed.

C Contacts

County Offices will direct questions about the rollover to the State Office Farm Records program specialist.

State Offices will direct questions about the rollover to Billie Jo Smith by either of the following:

- e-mail to billiejo.smith@usda.gov
- telephone at 202-720-1630.